

SECURITY

[Redacted]

25X1

November 1962

PERSONAL SECURITY: COMPARTMENTATION

1. All employees are again reminded of the need for the strictest compartmentation in order to prevent the unauthorized disclosure of classified information.
2. Maximum protection of classified information not only requires that no unauthorized disclosure of information outside the Agency be made, but also requires that internal disclosure be limited to those individuals whose duties require that they have access to it. To carry out this need-to-know principle, it is incumbent upon all Agency personnel not to disclose classified information to those who do not need to know it.
3. Personnel are enjoined to determine the "need-to-know" before imparting any information. Conversely, it is incumbent upon all Agency personnel that they not attempt to obtain information they do not need to know for the carrying out of their responsibilities. Employees are reminded that a security clearance is not in itself authorization to receive or pass on classified information. No employee is entitled to receive information solely on the basis of an adequate security clearance.
4. Discussion of information concerning the activities of a unit or a project with personnel other than those who have a need to know and are involved in the official conduct of the activities of the unit or project is strictly forbidden. Personnel transferred from a unit normally have no continued need to keep advised of that unit's activities. Employees who have been transferred from a unit or project, or separated from the Agency, and no longer having a "need-to-know," are not privileged to be kept informed of the activities of the unit or project unless the unit or project chief directs that they be consulted.

5. No employee should engage, internally or externally, in relaying rumors or making educated guesses about Agency operations, activities, or participation in any international development or discuss without competent authorization, the probable or possible impact of an international development upon the Agency.

6. Employees are cautioned that the Agency hallways, elevators and cafeterias are not places in which to discuss Agency business. They are also cautioned that social gatherings on the outside such as clubs or restaurants are not the places to discuss Agency business, for example, the assignment or reassignment of Agency personnel, project operations, etc.

7. The disclosure of classified information to unauthorized persons is a most serious violation of security regulations. Operating Officials will assure that this Notice is read by all employees under their jurisdiction.

Marshall S. Carter
Lieutenant General, USA
Deputy Director

DISTRIBUTION: All Employees

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

General Carter commented:

I would be willing to sign a notice along the lines of the attached draft providing the Executive Committee approves. The Deputy Directorates are making progress in getting together on problems that have been previously too tightly compartmented and I don't want to inhibit that.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

UNCLASSIFIED CONFIDENTIAL SECRET

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